

VIRGINIA INFORMATION TECHNOLOGIES AGENCY

POLICY & PROCEDURE MANUAL

Procedure Number: P024

Effective Date: 12/16/97

Procedure Title: Establishing Network Connections to VITA

One Page and One Attachment

PURPOSE: To document the Virginia Information Technologies Agency's (VITA) procedures for establishing a network connection to VITA to ensure that they are coordinated through a single point of contact, that all questions are addressed expeditiously and that all participants are aware of the security implications involved with data stored at VITA.

SCOPE: This procedure applies to any agency, including institutions of higher education, requesting network connection to the VITA mainframes.

PROCEDURE:

1. Each agency or institution of higher education will be required to sign a Communications Security Agreement (CSA) (Attachment A) which will be filed with the Security Division.
2. The Telecommunications Division (Telecommunications) will be the focal point for all requests for data communications services to the VITA Data Center.
3. Requests other than the normal requests for leased lines, frame relay or dial-up connection (non-standard telecommunications services), require a letter from the agency's Telecommunications (Network) Coordinator to VITA's Telecommunications Director. The letter will define the reason the connection is required and identify a Telecommunications Coordinator if one does not exist.
4. Requests for telecommunications access services coming into any other Division will be referred to Telecommunications for completion.
5. Telecommunications will verify that there is an existing CSA on file in Security prior to filling the request.
6. If there is no existing CSA, Security will be asked to forward a copy to the requesting agency for appropriate signatures prior to Telecommunications completing the request.
7. If the CSA exists, Telecommunications will complete the requests per normal procedures, as outlined in the documentation, notifying appropriate divisions, i.e., MVS and Unisys Systems Software Support Divisions, of what is to be done.

Approved: _____
VITA Director

Communications Security Agreement

I. Purpose and Background

Security of data belonging to the Commonwealth of Virginia is of utmost importance to all agencies. Both the Virginia Information Technologies Agency (VITA) and the agencies it supports have responsibilities to assure that there is no corruption of the data on, or unauthorized access to, the VITA mainframes.

The Communications Security Agreement is to assure that VITA and _____ (the requesting agency) understand their responsibilities for data security on the VITA mainframes to which they have access or to which they have authorized access to some other organization, i.e., local governments, Federal agencies or private sector organizations.

With the advances in telecommunications technology, the access to data residing on the VITA mainframes is being accomplished in various ways. Each entity accessing this data possibly could have connections to networks other than the VITA network. The requesting agency must assume the responsibility for securing all of its network connections from which the VITA mainframe environment could be corrupted.

II. VITA Responsibilities:

VITA has the responsibility, as custodians of data belonging to agencies of the Commonwealth of Virginia, to protect this data from internal VITA corruption and to some extent from external corruption.

VITA has the responsibility to physically protect the mainframe computer systems.

VITA has the responsibility of providing systems level security.

VITA has the responsibility for providing disaster recovery for all lines accessing the VITA mainframes that were ordered through VITA per VITA policies. Disaster recovery consists of switched circuits which can be redirected to the alternate processing site.

VITA Telecommunications Division has the responsibility for approving the telecommunications request and getting input from any VITA Division as required.

III. Agency Responsibilities:

A. Security

The agency has the responsibility to assure that access to its data has been appropriately validated and authorized prior to granting access whether this validation is done at VITA or prior to reaching the VITA location.

The agency has the responsibility to insure that all entities to which it grants access to its data are aware of all security implications and have taken all necessary action to protect the VITA mainframe environment.

The agency has the responsibility of naming a security officer who is responsible for administering its security.

The agency accepts the liability associated with any breach of security resulting from access to its data from a source not appropriately secured or

that was not appropriately validated and authorized prior to accessing the VITA mainframe.

B. Non-Standard Connections

For a non-standard service request, the agency's Telecommunications Coordinator has the responsibility to provide a letter to the VITA Telecommunications Director stating the reason the connection is required and designating a Network Coordinator, if one is not already named. The Network Coordinator will serve as the point of contact for all network-related questions and issues. Any request other than normal requests for a leased line, frame relay, or dial-up connection is considered a non-standard telecommunications service.

The agency accepts that any non-standard connection, approved and ordered by VITA, is not automatically backed up for disaster recovery. It accepts that this connection is not deemed critical. Therefore, if a disaster occurs, the agency will accept an interruption in service until such time as normal operations are restored. The agency will be responsible for reactivation of the connections and will be responsible for requesting the reconnection after normal operations have been restored.

The agency accepts that those non-standard connections, **ordered prior to 1997 that were not ordered through VITA per its policies**, are not automatically backed up for disaster recovery. Therefore, if a disaster occurs, the agency will accept an interruption in service until such time as normal operations are restored. The agency will be responsible for reactivation of the connections and will be responsible for requesting the reconnection after normal operations have been restored.

Virginia Information Technologies Agency

Agency

Telecommunications Director

Agency MIS Director

Date

Date